

**BY ORDER OF THE COMMANDER  
AIR EDUCATION AND TRAINING  
COMMAND**

**AETC INSTRUCTION 36-2801**

**21 MARCH 2003**

**Personnel**

**AETC RECOGNITION PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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This instruction implements AFD 36-28, *Awards and Decorations Programs*, and consolidates annual awards (except sports awards) that AETC sponsors and participates in. It provides a single point of reference, and standardizes reporting and presentation requirements for these awards. Send proposed supplements to this instruction to the Recognition Section (HQ AETC/DPSMP), 1850 First Street West, Suite 1, Randolph AFB TX 78150-4308 for approval before they are published. Maintenance and disposition of records created as a result of processes prescribed in this publication will be in accordance with AFMAN 37-139, *Records of Disposition Schedule*. This publication does not apply to the Air National Guard or Air Force Reserve Command units. Attachment 1 contains a glossary of references and supporting information.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.** Includes additional awards, deletes excessive information, and updates functional office of primary responsibility (OPR), office symbols, governing directives, and suspenses.

**1. Purpose of the AETC Recognition Program.** This program is designed to recognize outstanding performance, stimulate competition, increase mission effectiveness, emphasize individual and organizational awards programs and teamwork, improve welfare and morale, and sustain AETC's commitment to excellence.

**2. Functional Awards:**

2.1. Separate tables are reserved for each HQ AETC directorate or chief of special staff (CSS). Direct questions or requests for information relating to a particular award to the identified staff agency or office OPR. (See Attachment 2, Tables A2.1 through A2.15.)

2.2. For changes to staff agency functional awards tables see paragraph 8.

**3. Responsibilities:**

3.1. Through the Chief, Field Support Division (HQ AETC/DPS), and the Chief, Personal Affairs Element (HQ AETC/DPSMP), the Director of Personnel (HQ AETC/DP) monitors the awards program for HQ AETC. HQ AETC/DPSMP will:

3.1.1. Coordinate with each staff agency to ensure annual awards are included in this instruction.

3.1.2. Process additions, changes, and deletions to this instruction.

3.1.3. Coordinate on supplements and other directives pertaining to awards processed through HQ AETC directorates.

3.2. Each HQ AETC director and CSS will:

3.2.1. Appoint an awards monitor to serve as a point of contact (POC) on award matters. Submit the name, grade, office symbol, and telephone number of the POC to HQ AETC/DPSMP by a memorandum signed by the director or CSS (or deputy).

3.2.2. Immediately send current award data to HQ AETC/DPSMP when there is a change to an existing award, or a new award is established by a HQ AETC staff agency or the Air Force functional OPR.

3.2.3. Send an updated report to HQ AETC/DPSMP when requested. HQ AETC/DPSMP prepares quarterly statistics for AETC/CC.

3.2.4. Send reminders to the field regarding suspense due dates for the nominations at least 60 days before nominations are due or immediately on receipt of a tasker from an Air Staff sponsor.

3.2.5. Forward a copy of the approved staff summary sheet with individual's name, grade, unit/office symbol of assignment, award, and category (if applicable) immediately to HQ AETC/DPSMP once CC approves AETC's nominees to Air Force. Also, forward a copy of any Air Force or national level announcement correspondence for statistical purpose.

3.3. The staff agency concerned monitors and processes nominations and administrative details pertaining to the presentation of a specific award. Selections for command awards and command nominees for Air Force and national awards will be chosen through a board process. Approximately 50 percent of any HQ AETC award board's membership must come from outside the functional area of the award being considered. Exceptions to this must be approved by the AETC/CC or designated representative.

#### **4. Nomination Procedures:**

4.1. The responsible HQ AETC staff agency will provide special nominating criteria to lower echelon OPRs. This may be done by a supplement to the governing directive or by correspondence. Forward all nominations to HQ AETC under wing commander's signature.

4.2. Negative replies are required and may be e-mailed to the appropriate HQ AETC staff POC by the wing executive officer.

**5. Notification of Award Recipients.** Each HQ AETC staff agency monitoring awards according to this instruction will initiate timely notification procedures to recipients of AETC, Air Force, or higher awards. Immediately upon notification that an AETC member or unit has been selected, the director or CSS will telephone the wing commander of the award recipient. The commander will ensure the award recipient is personally notified within 24 hours of the initial notification to guard against the recipient finding out about the honor through the media or other inappropriate ways. The director or CSS will followup the telephone notification with immediate written notification to the command section, including any messages or letters for AETC/CC, CV, or DS signature.

**6. Additions, Deletions, and Changes to Award Tables.** Submit additions, deletions, or changes to award tables to HQ AETC/DPSMP by memorandum signed by the director or CSS (or deputy). See Attachment 3 for the suggested format.

**7. Establishing New Functional Awards.** When establishing a new functional award, submit a memorandum signed by the director or CSS (or deputy) to HQ AETC/DPSMP for inclusion in this instruction. Follow the format at Attachment 3.

FRED K. WALL, Colonel, USAF  
Director of Personnel

***3 Attachments***

1. Glossary of References and Supporting Information
2. Tables of Awards
3. Sample Format for Changes to Tables of Awards

**Attachment 1****GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 36-28, *Awards and Decorations Programs*  
AFI 36-1001, *Managing the Civilian Performance Program*  
AFI 36-2802, *Armed Forces Decorations and Awards (Cover Page Only)*  
AFI 36-2803, *The Air Force Awards and Decorations Program*  
AFI 36-2805, *Special Trophies and Awards*  
AFI 36-2807, *Headquarters United States Air Force Deputy Chief of Staff Air and Space Operations Annual Awards Program*  
AFI 36-2816, *Annual Inspector General Awards*  
AFI 36-2817, *Civil Engineer Awards Program*  
AFI 36-2818, *The USAF Logistics Awards Program*  
AFI 36-2829, *Eugene M. Zuckert Management Award*  
AFI 36-2831, *Commander-In-Chief's (CINC'S) Annual Awards For Installation Excellence*  
AFI 36-2833, *Safety Awards*  
AFI 36-2834, *Small and Disadvantaged Business Awards Program*  
AFI 36-2835, *Annual Acquisition Awards Programs*  
AFI 36-2845, *Communications and Information Annual Awards Program*  
AFI 36-2846, *Financial Management and Comptroller Annual Awards Program*  
AFI 36-2848, *Air Force Security Forces Awards Program*  
AFI 36-2852, *Air Force Services Awards Program*  
AFI 36-2855, *Judge Advocate General Awards*  
AFI 36-2856, *Medical Services Award*  
AFI 36-2863, *History Awards*  
AFI 38-403, *The Air Force Innovative Development Through Employee Awareness (IDEA) Program*  
AFMAN 37-139, *Records Disposition Schedule*  
AFPAM 36-2861, *Civilian Recognition Guide*  
AETCI 36-2805, *AETC-Specific Civil Engineer Awards*  
AMCI 36-2806, *Directorate of Operations Award Program Management*  
USAFI 36-2810, *Colonel James Jabara Airmanship Award*

***Abbreviations and Acronyms***

CSS—chief of special staff  
OPR—office of primary responsibility  
POC—point of contact

## Attachment 2

## TABLES OF AWARDS

**A2.1. AETC Awards.** The following tables list functional area as follows:

<b>Table</b>	<b>Functional Area</b>
A2.1	Civil Engineer
A2.2	Command Surgeon, Medical Services and Training
A2.3	Communications and Information
A2.4	Comptroller
A2.5	History Office
A2.6	Inspector General
A2.7	Logistics
A2.8	Operations
A2.9	Personnel
A2.10	Plans and Programs
A2.11	Public Affairs
A2.12	Safety
A2.13	Security Forces
A2.14	Services
A2.15	Staff Judge Advocate

**Table A2.1. Awards Monitored by Directorate of Civil Engineer.**

<b>I T E M</b>	<b>A  Award Title (Number Possible)</b>	<b>B  Governing Directive or Criteria</b>	<b>C  Due To</b>	<b>D  No Later Than</b>	<b>E  Base OPR</b>
<b>1</b>	Society of American Military Engineer Curtin Award (Air Force Outstanding Engineering Unit) (2)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>2</b>	Outstanding Civil Engineering Managers of the Year (7)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>3</b>	SAME Goddard Medal (1)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>4</b>	SAME Newman Medal (1)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>5</b>	Air Force Design Excellence (2)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>6</b>	The Balchen/Post Award (1)	AFI 36-2817	HQ AETC/CEO	1 Jan	CE
<b>7</b>	Maj Gen William D. Gilbert (3)	AFI 36-2817	HQ AETC/CEO	15 Oct	CE
<b>8</b>	Gen Thomas D. White Environmental (47)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>9</b>	Federal Environmental Engineer (1)	AFI 36-2817	HQ AETC/CEO	1 Mar	CE
<b>10</b>	Gen Clifton D. Wright (Outstanding Operations Flight) (1)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>11</b>	National Society of Professional Engineers Federal Engineer of the Year (2)	AFI 36-2817	HQ AETC/CEO	25 Aug	CE
<b>12</b>	Air Force Design (7)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>13</b>	Brig Gen Michael A. McAuliffe Award (Outstanding Housing Flight) (1)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>14</b>	Gen Edwin W. Rawlings Award for	AFI 36-2817	HQ AETC/CEO	15 Jan	CE

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>No Later Than</b>	<b>Base OPR</b>
	Environmental Excellence (24)				
<b>15</b>	DOE Federal Energy Efficiency (2)	DOE Criteria	HQ AETC/CEO	Varies	CE
<b>16</b>	AETC Energy Management Incentive (2)	AETCI 36-2805	HQ AETC/CEO	30 Dec	CE
<b>17</b>	Commander-in-Chief Installation Excellence (1)	AFI 36-2831	HQ AETC/CEO	15 Sep	CE
<b>18</b>	AETC Facility Excellence Evaluation (AFEE) (1)	AETCI 36-2805	HQ AETC/CEO	Varies	Site visit
<b>19</b>	Maj Gen Joseph Ahearn Enlisted Leadership (1)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>20</b>	Maj Gen Robert C. Thompson (Outstanding Resources Flight) (1)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>21</b>	Brig Gen Archie S. Mayes (Outstanding Engineering Flight) (1)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>22</b>	Air Force Outstanding Environmental Flight (1)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>23</b>	Ralph E. Sanborn (Outstanding Fire Protection Flight) (1)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>24</b>	SMSgt Gerald J. Stryzak (Outstanding EOD Flight) (1)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>25</b>	Col Frederick J. Riemer (Outstanding Readiness Flight) (1)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>26</b>	Air Force Civilian Project Manager (2)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>27</b>	CE/LGC Partnership Award (1)	AETCI 36-2805	HQ AETC/CEO	15 Nov	CE
<b>28</b>	Air Force District/Division Agent of the Year (2)	AFI 36-2817	HQ AETC/CEO	1 Oct	CE
<b>29</b>	Harry P. Rietman Award (1)	AFI 36-2817	HQ AETC/CEOG	1 Oct	CE
<b>30</b>	Maj Gen Eugene A. Lupia Award (2)	AFI 36-2817	HQ AETC/CEOG	1 Oct	CE
<b>31</b>	DOD Fire and Emergency Service Award (4)	AFI 36-2817	HQ AETC/CEOG	15 Apr	CE

**Table A2.2. Awards Monitored by Directorate of Command Surgeon, Medical Services and Training.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>No Later Than</b>	<b>Base OPR</b>
<b>1</b>	Brig Gen Sara P. Wells (3)	AFI 36-2856	HQ AETC/SGN	As requested	SG
<b>2</b>	Health Services Management (3)	AFI 36-2856	HQ AETC/SGAR	As requested	SG
<b>3</b>	Physician Assistant (2)	AFI 36-2856	HQ AETC/SGPM	As requested	SG
<b>4</b>	Medical Resource Management	AFI 36-2856	HQ AETC/SGAC	As requested	SG

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>No Later Than</b>	<b>Base OPR</b>
	(5)				
5	Health Benefits Advisor (1)	AFI 36-2856	HQ AETC/SGAR	As requested	SG
6	Biomedical Equipment (3)	AFI 36-2586	HQ AETC/SGAL	As requested	SG
7	CMSgt Anton Zembrod (3)	AFI 36-2856	HQ AETC/SGPM	As requested	SG
8	Young Health Care Administrator (1)	AFI 36-2856	HQ AETC/SGAW	As requested	SG
9	Information Systems (5)	AFI 36-2856	HQ AETC/SGAB	As requested	SG
10	Entomologist of the Year (1)	AFI 36-2856	HQ AETC/SGPM	As requested	SG
11	Dental (4)	AFI 36-2856	HQ AETC/SGD	As requested	SG
12	Physical Therapy (5)	AFI 36-2856	HQ AETC/SGPM	As requested	SG
13	Outstanding Aeromedical (4)	AFI 36-2856	HQ AETC/SGPA	As requested	SG
14	Outstanding Active Duty Nurse (2)	AFI 36-2856	HQ AETC/SGN	As requested	SG
15	CMSgt Lewis Dunlap (3)	AFI 36-2856	HQ AETC/SGPM	As requested	SG
16	Optometry (4)	AFI 36-2856	HQ AETC/SGPM	As requested	SG
17	Clinical Psychologist of the Year (2)	AFI 36-2856	HQ AETC/SGPM	As requested	SG
18	Bioenvironmental of the Year (8)	AFI 36-2856	HQ AETC/SGPM	As requested	SG
19	Patient Administration (5)	AFI 36-2856	HQ AETC/SGAR	As requested	SG
20	Aerospace Physiology (4)	AFI 36-2856	HQ AETC/SGPM	As requested	SG
21	Outstanding Medical Readiness Person of the Year (4)	AFI 36-2856	HQ AETC/SGX	As requested	SG
22	Public Health (5)	AFI 36-2856	HQ AETC/SGPM	As requested	SG
23	USAF Audiologist of the Year (1)	AFI 36-2856	HQ AETC/SGPM	As requested	SG
24	Pharmacy (9)	AFI 36-2856	HQ AETC/SGPM	As requested	SG
25	Annual Occupational Therapy (2)	AFI 36-2856	HQ AETC/SGPM	As requested	SG
26	Commitment to Service (1)	AFI 36-2856	HQ AETC/SGAW	As requested	SG
27	Health Promotion Program (3)	AFI 36-2856	HQ AETC/SGPZ	As requested	SG
28	Nutritional Medicine (6)	AFI 36-2856	HQ AETC/SGPM	As requested	SG
29	Laboratory Awards (5)	AFI 36-2856	HQ AETC/SGPM	As requested	SG
30	Medical Logistic Award (5)	AFI 36-2856	HQ AETC/SGAL	As requested	SG
31	Facility Manager (1)	AFI 36-2856	HQ AETC/SGAL	As requested	SG
32	Health Physicist (1)	AFI 36-2856	HQ AETC/SGPM	As requested	SG
33	Medical Material (3)	AFI 36-2856	HQ AETC/SGAL	As requested	SG
34	Mirror Force	AFI 36-2856	HQ AETC/SGPM	As requested	SG
35	Podiatrist (1)	AFI 36-2856	HQ AETC/SGPM	As requested	SG
36	Social Worker (2)	AFI 36-2856	HQ AETC/SGPM	As requested	SG
37	Surgical Service (3)	AFI 36-2856	HQ AETC/SGN	As requested	SG
38	Commitment to Excellence (1)	AFI 36-2856	HQ AETC/SGAW	As requested	SG
39	Cardiopulmonary	AFI 36-2856	HQ AETC/SGN	As requested	SG
40	Allergy/Immunization	AFI 36-2856	HQ AETC/SGPM	As requested	SG
41	Team Aerospace	AFI 36-2856	HQ AETC/SGPA	As requested	SG

**Table A2.3. Awards Monitored by Directorate of Communications and Information.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>Not Later Than</b>	<b>Base OPR</b>
<b>1</b>	AF Lt Gen Leo Marquez (7)	AFI 36-2818	HQ AETC/SCM	15 Dec	SC
<b>2</b>	Communications and Information Awards Program (16)	AFI 36-2845	HQ AETC/SCM	31 Dec	SC
<b>3</b>	AF Maintenance Effectiveness (3)	AFI 36-2818	HQ AETC/SCM	1 Oct	SC

**Table A2.4. Awards Monitored by Directorate of Comptroller.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>Not Later Than</b>	<b>Base OPR</b>
<b>1</b>	DoD Financial Management Systems (2)		HQ AETC/FMP	30 Mar	(NA)
<b>2</b>	Financial Management and Comptroller Annual Awards Program (22)	AFI 36-2846	HQ AETC/FMP	30 Oct	FM
<b>3</b>	Annual Onbase Bank & Credit Union Award (2)	Score sheet and other data showing financial support to AF civilian and military members	HQ AETC/FMP	1 Jun	FM
<b>4</b>	American Society of Military Comptrollers (4)	Armed Forces Comptroller Magazine (list of awards)	Chapter ASMC	1 Dec	FM

**Table A2.5. Awards Monitored by History Office.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>Not Later Than</b>	<b>Base OPR</b>
<b>1</b>	Excellence in Wing History (1)	AFI 36-2863	HQ AETC/HO	15 Feb	HO
<b>2</b>	Excellence in Historical Publications (1)	AFI 36-2863	HQ AETC/HO	15 Feb	HO
<b>3</b>	Heritage Project (5)	AFI 36-2863	HQ AETC/HO	15 May	HO
<b>4</b>	Air Force History Career Contribution (1)	AFI 36-2863	HQ AETC/HO	NA	HO



**Table A2.6. Awards Monitored by Inspector General.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>Not Later Than</b>	<b>Base OPR</b>
<b>1</b>	Howard W. Leaf Inspector General's Award (1)	AFI 36-2816	SAF/IGI	1 Feb	HQ AETC/IG
<b>2</b>	John P. Flynn (2)	AFI 36-2816	SAF/IGI	1 Feb	HQ AETC/IG

**Table A2.7. Awards Monitored by Directorate of Logistics.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>Not Later Than</b>	<b>Base OPR</b>
<b>1</b>	Outstanding Contracting Unit, Operational and Specialized (2)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>2</b>	President's Committee Award (Under Javits- Wagner - O'Day Act of 1971 (1)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>3</b>	Chairman's Award (Under Javits- Wagner-O'Day Act of 1971 (1)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>4</b>	SAF Professionalism in Contracting, Supervisory and Nonsupervisory (2)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>5</b>	Outstanding Staff Officer	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>6</b>	Outstanding Pricing (1)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>7</b>	Outstanding Contracting Officer (2)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>8</b>	Outstanding Contracting Civilian (3)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>9</b>	Outstanding Contracting Enlisted Member (3)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>10</b>	Outstanding Purchasing Specialist (1)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>11</b>	Outstanding Contracting Support (1)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>12</b>	Outstanding Contingency Contracting (SSgt Ronald L. King Award) (1)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>13</b>	Outstanding Base Level Quality Assurance Evaluator (1)	AFI 36-2835	HQ AETC/LGC	15 Dec	LG
<b>14</b>	Strategic Acquis Reform (Star) Team (1)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>15</b>	Outstanding Reservist in Contracting (1)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>16</b>	Special Recognition Award	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>17</b>	Outstanding Contribution to Competition, Ind, Team, Unit (3)	AFI-36-2835	HQ AETC/LGC	1 Nov	LG
<b>18</b>	SAF Small and Disadvantaged Business Excellence, Special Achievement (Activity) (1)	AFI 36-2834	HQ AETC/LGC	15 Dec	LG

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>Not Later Than</b>	<b>Base OPR</b>
<b>19</b>	Outstanding Contribution to Competition Line Function (Indiv) (1)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>20</b>	Outstanding Unit Contribution to Competition/Commercial Practice (5)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>21</b>	Air Force and DoD Value Engineering Achievement (7)	AFI 36-2835	HQ AETC/LGC	1 Nov	LG
<b>22</b>	AF General Lew Allen, Jr. (2)	AFI 36-2818/AETC Sup 1	HQ AETC/LGM	20 Jun	SQ CC
<b>23</b>	AF Lt Gen Leo Marquez (14)	AFI 36-2818/AETC Sup 1	HQ AETC/LGM	1 Nov	SQ CC
<b>24</b>	Air Force Crew Chief of the Year (1)	AFI 36-2818/AETC Sup 1	HQ AETC/LGM	20 Jan	SQ CC
<b>25</b>	AF Maintenance Effectiveness (7)	AFI 36-2818/AETC Sup 1	HQ AETC/LGM	1 Sep	OG/LG
<b>26</b>	AF Daedalian (1)	AFI 36-2818/AETC Sup 1	HQ AETC/LGM	1 Sep	WG CC
<b>27</b>	Outstanding USAF Supply Personnel (13)	AFI 36-2818	HQ AETC/LGSR	15 Dec	LGS
<b>28</b>	Outstanding USAF Fuels Personnel of the Year (8)	AFI 36-2818	HQ AETC/LGSF	15 Dec	LGS
<b>29</b>	Air Force Supply Effectiveness (2)	AFI 36-2818	HQ AETC/LGSR	15 Oct	LGS
<b>30</b>	Air Force Daedalian Supply Effectiveness Trophy (1)	AFI 36-2818	HQ AETC/LGSR	15 Oct	LGS
<b>31</b>	Black Gold Award (1)	AFI 36-2818	HQ AETC/LGSF	15 Oct	LGS
<b>32</b>	Natl Defense Transportation Military Unit of the Year (1)	AFI 36-2818	HQ AETC/LGT	31 Dec	LGT
<b>33</b>	Military Traffic Management Command Award for Excellence (1)	AFI 36-2818	HQ AETC/LGT	31 Dec	LGT
<b>34</b>	Air Force Transportation Combat Readiness Unit of the Year (1)	AFI 36-2818	HQ AETC/LGT	31 Dec	LGT
<b>35</b>	Air Force Vehicle Maintenance Unit of the Year (1)	AFI 36-2818	HQ AETC/LGT	31 Dec	LGT
<b>36</b>	Air Force Vehicle Operations Unit of the Year (1)	AFI 36-2818	HQ AETC/LGT	31 Dec	LGT
<b>37</b>	Air Force Special Transportation Activity of the Year (1)	AFI 36-2818	HQ AETC/LGT	31 Dec	LGT
<b>38</b>	Air Force Traffic Management Office of the Year (1)	AFI 36-2818	HQ AETC/LGT	31 Dec	LGT

Table A2.8. Awards Monitored by Directorate of Operations.

I T E M	A	B	C	D	E
	Award Title (Number Possible)	Governing Directive or Criteria	Due To	Not Later Than	Base OPR
1	Flight Commander of the Year (1)	AETCI 36-2802	HQ AETC/DOFV	30 Jan	OG
2	Maj Gen Glenn A. Profitt II Award (1)	AETCI 36-2802	HQ AETC/DOFV	30 Jan	OG
3	Enlisted Aircrew Instructor of the Year (1)	AETCI 36-2802	HQ AETC/DOFV	30 Jan	OG
4	Survival Training Enlisted Instructor of the Year (3)	AFI 36-2807	HQ AETC/DOFA	30 Mar	OG
5	Operations Resource Management Specialist (4)	AETCI 36-2807	HQ AETC/DOFV	15 Jan	OG
6	Life Support Airmen of the Year (5)	AFI 36-2807	HQ AETC/DOYL	1 Feb	OG
7	Air Field Operations Awards (14)	AFI 36-2807	HQ AETC/DOYF	15 Jan	OG
8	Jenner Award (1)	AFI 36-2807	HQ AETC/DOYW	10 Jan	OG
9	Gardner Award (1)	AFI 36-2807	HQ AETC/DOYW	10 Jan	OG
10	Grisham Award (1)	AFI 36-2807	HQ AETC/DOYW	10 Jan	OG
11	Best Award (3)	AFI 36-2807	HQ AETC/DOYW	21 Dec	OG
12	Pierce Award (1)	AFI 36-2807	HQ AETC/DOYW	21 Dec	OG
13	Robert A. Dodson (1)	AFI 36-2807	HQ AETC/DOYW	21 Dec	OG
14	Williams (Unit Award) (1)	AFI 36-2807	HQ AETC/DOYW	21 Dec	OG
15	SSgt Henry E. "Red" Erwin Award (3)	AFI 36-2807	HQ AETC/DOFM	28 Feb	OG
16	Moorman (Unit Award) (1)	AFI 36-2807	HQ AETC/DOYW	10 Jan	OG
17	Col James Jabara Airmanship (1)	USAFI 36-2807	HQ AETC/DOFF	15 Apr	OG
18	Col Joseph B. Duckworth Annual USAF Instrument (1)	AFI 36-2807	HQ AETC/DOFM	15 Feb	OG
19	AETC Readiness Awards (5)	AETCI 36-2803	HQ AETC/DOXP	20 Jan	OG
20	Air Force Intelligence (23)	AFI 36-2807 and AETCI 36-2803	HQ AETC DO/IN	10 Jan	OG
21	Lt Col Anthony C. Shine Award (3)	AFI 36-2807	HQ AETC/DOFF	1 Feb	OG
22	Robert Dutch Huyser (5)	AMCI 36-2806	HQ AETC/DOFM	1 Apr	OG
23	Airlift/Tanker Association Young	AMCI 36-2808	HQ	1 Apr	OG

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>Not Later Than</b>	<b>Base OPR</b>
	Leadership (3)		AETC/DOXC		
24	Lt Gen Claire Lee Chennault (1)	AFI 36-2807	HQ AETC/DOFF	15 Feb	OG
25	AETC Command & Control (4)	AETCI 36-2803	AETC AOS/AOC	15 Jan	OG
26	Aviators Valor (1)	AFIs 36-2805 and 36-2807	HQ AETC/DOFF	10 Jan	OG
27	Cheney Award (1)	AFIs 36-2805 and 36-2807	HQ AETC/DOFF	10 Jan	OG
28	MacKay Trophy (1)	AFIs 36-2805 and 36-2807	HQ AETC/DOFF	10 Jan	OG
29	Collier Trophy (1)	AFIs 36-2805 and 36-2807	HQ AETC/DOFF	15 Nov	OG
30	Gen Thomas D. White USAF Space Trophy (1)	AFIs 36-2805 and 36-2807	HQ AETC/DOOS	10 Jan	OG
31	Brig Gen Ross Hoyt Award (4)	AMCI 36-2806	HQ AETC/DOFM	1 Mar	OG
32	Gabreski Award (AETC ONLY)	AMCI 36-2806	HQ AETC/DO	1 Mar	OG
33	Gen P. K. Carlton Award for Valor (1)	AMCI 36-2806	HQ AETC/DOFM	1 Apr	OG
34	Lt Gen William H. Tunner (1)	AMCI 36-2806	HQ AETC/DOFM	1 Mar	OG
35	Air Mobility Command Tactician (2)	AMCI 36-2806	HQ AETC/DOFM	15 Feb	OG
36	Merewether Award (1)	AFI 36-2807	HQ AETC/DOYW	10 Jan	OG
37	Technical Training Flight Comm (1)	AETCI 36-2802	HQ AETC/DOO	30 Jan	OG
38	Tech Training Officer/Enlisted/Civilian Instructor of the Year (3)	AETCI 36-2802	HQ AETC/DOO	30 Jan	OG
39	Tech Training Support Employee (1)	AETCI 36-2802	HQ AETC/DOO	30 Jan	OG
40	Tech Training Military Training Leader of the Year (1)	AETCI 36-2802	HQ AETC/DOO	30 Jan	OG
41	Top Operational Flying Squadron (1)	AETCI 36-2803	HQ AETC/DOFV	1 Nov	OG
42	Flying Training Support Employee (1)	AETCI 36-2802	HQ AETC/DOFV	30 Jan	OG
43	AETC Outstanding Pararescue (3)	AETCI 36-2802	HQ AETC/DOO	30 Jan	OG
44	AETC Outstanding Combat/Control (3)	AETCI 36-2802	HQ AETC/DOO	1 Nov	OG

Table A2.9. Awards Monitored by Directorate of Personnel.

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>Not Later Than</b>	<b>Base OPR</b>
<b>1</b>	Air Force Association Outstanding Air Force Civilian of the Year (4)	AFPAM 36-2861	HQ AETC/DPSMP	First Friday in Dec	MSS
<b>2</b>	Arthur S. Fleming (3)	AFI 36-1001	HQ AETC/DPSMP	Third Friday in Oct	MSS
<b>3</b>	Mission Support Award (48)	AFI 36-2819	HQ AETC/DPSMP	15 Oct	MSS
<b>4</b>	DOD Disabled Employee of the Year (1)	FPM Chap 306, Subchap 10	HQ AETC/DPSMP	Second Friday in Apr	MSS
<b>5</b>	Distinguished Equal Employment Opportunity (11)	AFI 36-2866	HQ AETC/DPSMP	Second Friday in Sep	MSS
<b>6</b>	William A. Jump Memorial (1)	AFI 36-1001	HQ AETC/DPSMP	Third week in Dec	MSS
<b>7</b>	DoD Distinguished Civilian Service (1)	AFI 36-1001	HQ AETC/DPSMP	Second Friday in Dec	MSS
<b>8</b>	National Public Service (1)	AFPAM 36-2861	Send direct to committee	Second week in Nov	MSS
<b>9</b>	GEICO Civilian (3)	AFPAM 36-2861	HQ AETC/DPSMP	Second Friday in Apr	MSS
<b>10</b>	OPM Directors' Award for Outstanding Work/Life Programs (1)	OWR-31	OPM (Varies)	Varies	MSS
<b>11</b>	National Image, Inc., Meritorious Service (2)	AFPAM 36-2861	HQ AETC/DPSH	1 Apr as announced	ME
<b>12</b>	Roy Wilkins Meritorious Service Award (2)	HQ USAF/DPCH Msg	HQ AETC/DPSH	1 Apr	ME
<b>13</b>	Ten Outstanding Young Americans (1)	AFI 36-2805	HQ AETC/DPSMP	1 Jun	MSS
<b>14</b>	Lance P. Sijan USAF Leadership (4)	AFI 36-2805	HQ AETC/DPSMP	30 Jun	MSS
<b>15</b>	Government Employees Insurance Company Military Service (3)	AFI 36-2805	HQ AETC/DPSMP	15 Aug	MSS
<b>16</b>	Air Force Association Aerospace (4)	AFI 36-2805	HQ AETC/DPSMP	1 Dec	MSS
<b>17</b>	General and Mrs. Jerome F. O'Malley (1)	AFI 36-2805	HQ AETC/DPSMP	15 Jan	MSS
<b>18</b>	Verne Orr (1)	AFI 36-2805	HQ AETC/DPSMP	1 Dec	MSS
<b>19</b>	Joan Orr Air Force Spouse of the Year (1)	AFI 36-2805	HQ AETC/DPSMP	1 Dec	MSS
<b>20</b>	Air Force Sergeants Association Pitsenbarger (1)	AFI 36-2805	HQ AETC/DPSMP	1 Mar	MSS

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>Not Later Than</b>	<b>Base OPR</b>
<b>21</b>	USAF First Sergeant of the Year (1)	AFI 36-2805	HQ AETC/DPSMP	22 Mar	MSS/CC C
<b>22</b>	Noncommissioned Officer Association Vanguard (1)	AFI 36-2805	HQ AETC/DPSMP	15 Dec	MSS
<b>23</b>	Twelve Outstanding Airmen of the Year (3)	AFI 36-2805	HQ AETC/DPSMP	22 Mar	MSS/CC C
<b>24</b>	AF Outstanding Unit and Organizational Excellence (varies)	AFI 36-2803	HQ AETC/DPSMP	15 Jul	MSS
<b>25</b>	HQ AETC Staff Air Force Organizational Excellence (1)	AFI 36-2803	HQ AFPC/DPSMP	15 Nov	MSS
<b>26</b>	Defense Medical Systems Center Certificate of Excellence (1)	HQ AFPC/DPS Msg	HQ AETC/DPSMP	As requested	MSS
<b>27</b>	OPM Director's Award for Work & Family (1)	OWR-31	Send direct to committee	14 Mar	MSS
<b>28</b>	Public Service Excellence Award (1)	AFPAM 36- 2861	Send direct to committee	First week of Dec	MSS
<b>29</b>	Annual Hispanic Engineer of the Year Award (1)	AF/DPDF memorandum	HQ AETC/DPSMP	Fourth week of Jun	MSS
<b>30</b>	Black Engineer of the Year Award (1)	AF/DPDF memorandum	HQ AETC/DPSMP	Second week of Oct	MSS
<b>31</b>	William T. Pecora Award (1)	AF/DPDF memorandum	Send direct to committee	Fourth week of Apr	MSS
<b>32</b>	DEERS/Rapids Certificate of Exc (1)	HQ AFPC Memo	HQ AETC/DPSMP	Jul	MSS
<b>33</b>	Pillars Award (1)	AFPOA/DPP Memo	Send direct to committee	30 Jun	MSS
<b>34</b>	American Legion Spirit of Service (1)	HQ AFPC/DP Msg	HQ AETC/DPSMP	17 Jul	MSS
<b>35</b>	USO Spirit of Hope Award	HQ AFPC/DPP Msg	HQ AETC/DPSMP	1 Mar	MSS

**Table A2.10. Awards Monitored by Directorate of Plans and Programs.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>Not Later Than</b>	<b>Base OPR</b>
<b>1</b>	Manpower Management Award for Professional Excellence (5)	AFI 36-2832	HQ AETC/XPM	15 Jan	MO
<b>2</b>	Productivity Enhancement Award for Professional Excellence (cmd, ofcr, enl, civ) (4)	AFI 36-2830	HQ AETC/XPM	1 Dec	MO
<b>3</b>	Idea Submitter of the Year (1)	AFI 38-403	HQ AETC/XPM	31 Oct	MO
<b>4</b>	Secretary of Defense Award for	HQ USAF Annual Call	HQ AETC/XPM	As	MO

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>Not Later Than</b>	<b>Base OPR</b>
	Productivity Excellence (2)	memorandum		requeste d	
<b>5</b>	Eugene M. Zuckert Management (1)	AFI 36-2829	HQ AETC/XPM	15 Oct	MO
<b>6</b>	Presidents Quality Award Program	HQ AF Msg	HQ AETC/XPME	3 May	MO

**Table A2.11. Awards Monitored by Public Affairs.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>Not Later Than</b>	<b>Base OPR</b>
<b>1</b>	Special Achievement for Commander's Support (1)	AFI 35-101, Chap 13	HQ AETC/PA	10 Dec	PA
<b>2</b>	Newspaper Categories (17)	AFI 35-101, Ch 13/DODI 5120.4	HQ AETC/PA	5 Jan	PA
<b>3</b>	Director's PA Excellence Award (unit)(9)	AFI 35-101, Chap 13	HQ AETC/PA	10 Dec	PA
<b>4</b>	Outstanding PA/Band Excellence Ind (14)	AFI 35-101, Chap 13	HQ AETC/PA	10 Dec	PA

**Table A2.12. Awards Monitored by Directorate of Safety.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>Not Later Than</b>	<b>Base OPR</b>
<b>1</b>	Aero Club Safety Certificate (1)	AFI 36-2833	HQ AETC/SEO	15 Nov	SE
<b>2</b>	National Safety Council (4)	AFI 36-2833	HQ AETC/SEO	15 Nov	SE
<b>3</b>	Chief of Staff Individual Safety (1)	AFI 36-2833	HQ AETC/SEO	15 Nov	SE
<b>4</b>	Maj Gen Benjamin D. Foulois Memorial Award (1)	AFI 36-2833	MAJCOM only	Automatic	NA
<b>5</b>	The Koren Kolligian, Jr., Trophy (1)	AFI 36-2833	HQ AETC/SEO	15 Nov	SE
<b>6</b>	SICOFAA Flight Award (1)	AFI 36-2833	HQ AETC/SEO	15 Nov	SE
<b>7</b>	Ground Safety Techn of the Year (1)	AFI 36-2833/AETC Sup 1	HQ AETC/SEO	15 Nov	SE
<b>8</b>	Unit Flight Safety Award	AFI 36-2833/AETC Sup 1	NA	Automatic	NA
<b>9</b>	Flight (1)/Explosives(2)Missile Plaques (3)(6)	AFI 36-2833	HQ AETC/SEO	15 Nov	SE
<b>10</b>	AF Chief of SE Special Ach Award for Safety (1)	AFI 36-2833	HQ AETC/SEO	15 Nov	SE
<b>11</b>	Secretary of the Air Force Safety (1)	AFI 36-2833	MAJCOM only	Automatic	NA
<b>12</b>	Col Will L. Tubbs Memorial Award (1)	AFI 36-2833	MAJCOM only	Automatic	NA

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>Not Later Than</b>	<b>Base OPR</b>
<b>13</b>	Safety Career Professional of Yr (1)	AFI 36-2833	HQ AETC/SEO	15 Nov	SE
<b>14</b>	TOPS Trophy (1)	AFI 36-2833/AETC Sup 1	NA	15 Nov	SE
<b>15</b>	Lahm Trophy (1)	AFI 36-2833/AETC Sup 1	NA	15 Nov	SE
<b>16</b>	Ground Safety Excellence Award (1)	AFI 36-2833/AETC Sup 1	NA	15 Nov	SE
<b>17</b>	Safety Professional of the Year (1)	AFI 36-2833/AETC Sup 1	HQ AETC/SEO	15 Nov	SE
<b>18</b>	Ground Safety Manager of the Year (1)	AFI 36-2833/AETC Sup 1	HQ AETC/SEO	15 Nov	SE
<b>19</b>	Colombian Trophy (1)	AFI 36-2833	HQ AETC/SEO	15 Nov	SE
<b>20</b>	FSO of the Year (1)	AFI 36-2833/AETC Sup 1	HQ AETC/SEO	15 Nov	SE
<b>21</b>	Weapon Safety Professional of the Year (1)	AFI 36-2833/AETC Sup 1	HQ AETC/SEO	15 Nov	SE
<b>22</b>	Flight Maintenance Technician of the Year (1)	AFI 36-2833/AETC Sup 1	HQ AETC/SEO	15 Nov	SE
<b>23</b>	AF Explosive Safety Outstanding Achievement Award (1)	AFI 36-2833	HQ AETC/SEO	15 Nov	SE
<b>24</b>	Program Reduction Objective Award (3)	AFI 36-2833/AETC Sup 1	NA	Automatic	SE
<b>25</b>	Sustained Performance Plaque (1)	AFI 36-2833/AETC Sup 1	NA	Automatic	SE
<b>26</b>	AF Chief of Safety Outstanding Achievement for Ground Safety (6)	AFI 36-2833	HQ AETC/SEO	15 Nov	SE
<b>27</b>	Well Done (1)	AFI 36-2833/AETC Sup 1	HQ AETC/SEO	Within 30 day of event	SE
<b>28</b>	AETC Aircrew Safety Award of Distinction (1)	AFI 26-2833/AETC Sup 1	HQ AETC/SEO	Within 21 days after end of the quarter	SE

**Table A2.13. Awards Monitored by Security Forces.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>Not Later Than</b>	<b>Base OPR</b>
<b>1</b>	DoD Antiterrorism Awards	ASD (SO/LIC) Guidance Message	HQ AETC/SF	1 Feb	SF
<b>2</b>	Security Forces (SF) Individual of the Year (15)	AFI 36-2848	HQ AETC/SF	15 Jan	SF
<b>3</b>	Security Forces (SF) Unit of the Year (2)	AFI 36-2848	HQ AETC/SF	15 Jan	SF



<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>Not Later Than</b>	<b>Base OPR</b>
<b>4</b>	Outstanding Unit Security Mgr (1)	AFI 36-2848/AETC Sup 1	HQ AETC/SF	15 Jan	SF
<b>5</b>	Outstanding READY Program Augmentee (1)	AFI 36-2848/AETC Sup 1	HQ AETC/SF	15 Jan	SF

**Table A2.14. Awards Monitored by Directorate of Services.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>Not Later Than</b>	<b>Base OPR</b>
<b>1</b>	Services Outstanding Program, and Flight Awards (13)	AFI 36-2852	HQ AETC/SV	1 Apr	SV
<b>2</b>	Services Individual Awards (10)	AFI 36-2852	HQ AETC/SV	1 Mar	SV
<b>3</b>	Outstanding Large Services Unit (1)	AFI 36-2852, forwarded to HQ AFSVA as the AETC nominee of the Gen Curtis E. Lemay Award	HQ AETC/SV	15 Jan	SV
<b>4</b>	Outstanding Small Services Unit Award (1)	AFI 36-2852, forwarded to HQ AFSVA as AETC nominee for the Maj Gen Eugene L. Eubank Award	HQ AETC/SV	15 Jan	SV
<b>5</b>	Air Force Innkeeper of the Year (2)	AFI 36-2852, forwarded to HQ AFSVA as the AETC nominee for the AF Innkeeper Awards	HQ AETC/SV	1 May	SV
<b>6</b>	Gen Michael P.C Carns Award (1)	AFI 36-2852	HQ AETC/SV	1 May	SV
<b>7</b>	Military Athlete of the Year (2)	AFI 36-2852	HQ AETC/SV	15 Aug	SV
<b>8</b>	Lt Gen Norm Lezy Award	AFI 36-2852	HQ AETC/SV	1 May	SV
<b>9</b>	Food Services Excellence Award (2)	AFI 36-2852, forwarded to HQ AFSVA as AETC nominee for the John L. Hennessy Trophy Awards	HQ AETC/SV	15 Sep	SV

**Table A2.15. Awards Monitored by Staff Judge Advocate.**

<b>I T E M</b>	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>
	<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To</b>	<b>Not Later Than</b>	<b>Base OPR</b>
<b>1</b>	Outstanding Judge Advocate (1)	AFI 36-2855/AETC Sup 1	HQ AETC/JA	15 Feb	JA
<b>2</b>	Outstanding RSV Judge Advocate (1)	AFI 36-2855/AETC Sup 1	HQ AETC/JA	15 Feb	JA
<b>3</b>	Outstanding Civilian Attorney (1)	AFI 36-2855/AETC Sup 1	HQ AETC/JA	15 Feb	JA
<b>4</b>	Outstanding Paralegal Amn (1)	AFI 36-2855/AETC Sup 1	HQ AETC/JA	15 Feb	JA
<b>5</b>	Outstanding Legal Services Civilian (1)	AFI 36-2855/AETC Sup 1	HQ AETC/JA	15 Feb	JA
<b>6</b>	Outstanding Sr Attorney (1)	AFI 36-2855/AETC Sup 1	HQ AETC/JA	15 Feb	JA
<b>7</b>	Outstanding Reserve Paralegal (1)	AFI 36-2855/AETC Sup 1	HQ AETC/JA	15 Feb	JA
<b>8</b>	Trial Advocacy (1)	AFI 36-2855/AETC Sup 1	HQ AETC/JA	15 Feb	JA
<b>9</b>	TORCH (3)	AFI 36-2855/AETC Sup 1	HQ AETC/JA	1 Sep	JA
<b>10</b>	STAR (1)	AFI 36-2855/AETC Sup 1	HQ AETC/JA	1 Sep	JA
<b>11</b>	Total Force (1)	AFI 36-2855/AETC Sup 1	HQ AETC/JA	1 Sep	JA

## Attachment 3

## SAMPLE FORMAT FOR CHANGES TO TABLES OF AWARDS

MEMORANDUM FOR HQ AETC/DPSMP

FROM: HQ AETC/DPS  
1850 FIRST STREET WEST SUITE 1  
RANDOLPH AFB TX 78150-4308

SUBJECT: Award Submission for AETCI 36-2801

1. Request the following award be *(established or deleted)* under table *(number)* for our functional area:

<b>Award Title (Number Possible)</b>	<b>Governing Directive or Criteria</b>	<b>Due To:</b>	<b>NLT:</b>	<b>Base OPR</b>
Mission Support Awards (41)	AFI 36-2819	HQ AETC/DPSMP	15 Oct	MSS

2. If you have any questions, our POC is *(grade, name, office symbol, phone number)*.*(Signature)*

Signature block of director or CSS (or deputy)